

SmartStream Coordination Meeting Minutes
October 7, 2003

Attendance: Sophia Bedard, Pete Bostian, Ed Green, Randy Keller, Mel Lambert, Jim Racheff, Lori Smith, Mark Testerman

1. Positive Pay Implemented for AP – Processing Schedule Change: Pete reported that a positive pay process for AP payments was placed into production at the end of August. The process involves transmitting payment information to the bank so that the cleared checks can be matched and any discrepancies noted. Initially he thought there would be a processing schedule change for producing the payments, but AP determined that it was not necessary. Pete noted that he hopes to turn the whole procedure over to AP in the next week or so.
2. SmartStream Technical Audit: Pete stated that the report on the findings of the technical audit performed on our SmartStream installation by GEAC in July was received two weeks ago. Basically they looked over the system and its installation – not the applications but the technical portions. The audit cost approximately \$3500. The report doesn't say a lot but one outcome of the audit was an examination of the audit tables and a decision to delete the older data (prior to 2002) – freeing about two gigabytes of disk space. Another outcome, specifically requested by us, was an evaluation of whether it would be possible for us to run SmartStream on an Intel-based SQL server platform - the report concluded that the size of our system would not prevent us from doing so. The report is available at N:\SmartStream Doc Library\GEAC SS Info\NCI TechAudit.doc.
3. Data Archive Status: We have deleted data prior to 2002 from the system's audit tables. We stopped archiving due to a problem with the receipt archiving portion of the Purchasing system's archive process. We have been working with GEAC to determine the problem. It turns out that the problem was created by the previous SmartStream version (4.1) when it generated duplicate receipt numbers. We have a workaround and are testing the revised process.
4. DOIM D&B Data: Randy has provided a list of the data we want to keep from the MARS/G system. Al has begun extracting the data and creating new tables for the data on our server. The data will be stored in our archive database with the prefix MARSG to indicate where the data came from. We hope to have the data moved by the end of the year.
5. Workflow Reorganization: Sophia Bedard reported on the reorganization of workflow. Logic was added for another lab and as a result we are having some trouble in workflow because the workflow map has gotten so big for requisition approval. GEAC has done work with Sophia over the past few months to reorganize the whole thing and move part of the approval logic to structures so there wasn't as much of it in the workflow workbench. Part of the workflow problem was client related – but as a result GEAC and Sophia have come up with a completely revised requisition approval workflow. Part of the Distributive PR entry

logic will be controlled by structures. The revised workflow has been set up in the test region and Mel is going to test it. Once testing has been completed and if no problems are found, we will change the production system's workflow. Pete noted that when the new workflow is implemented, we can modify the structures instead of reprogramming workflow as changes are required. The new workflow has five steps instead of the previous 20, but requires additional structures. Each of the structures has the 12 different labs as data points and the assignment indicates which approval list or workgroup it needs for the approvals. Discussion followed with Randy and Mel re a BDP requisition approval request from Jean Moran. They will let Sophia know the details of that request.

6. Credit Card System Status: Lori Smith reported that the pCard system is going well; however, she has received reports from a few end users that the reconciliation is harder than in the previous system. Bank transactions cannot always be easily matched to the orders and users cannot view all their orders as they could in the mainframe system. The more complex orders (based on how they are filled - partial orders) are more difficult to reconcile. We are not supposed to accept anything other than full orders and when partial orders are accepted it complicates the reconciliation. Possibly 10 out of 225 cardholders may incur these problems. Pete said processing and support is working out pretty well and Lori will soon start doing most of the back end processes – loading bank data, creating GL entries and running reports. Randy inquired if the data could be retrieved/reported on by center number - the government has requested outstanding data from FY '03 from Finance and wants it broken down by center number. Pete indicated that this could be done but probably not by the end user. He indicated that reports have been generated for AP so that the bank statements and user transactions could be audited. Randy also indicated the problem with end users (cardholders) is that they are not inputting the data when they place their orders, but instead waiting until the reconciliation to enter the data. After lengthy discussion, Pete said he would look into producing some additional reports and/or data extracts.
7. Virus Update – Citrix, etc.: Regarding the problem with Citrix in July and August, Pete indicated we had to basically start from scratch and rebuild the machine. He will also check to see if the licenses have been regenerated.
8. Warehouse Item Descriptions: Pete reported that we have not yet loaded the new item descriptions into SmartStream.
9. Sybase: After contacting GEAC about our archive issues, GEAC noted that we dropped support from them for Sybase. Apparently there was a clause in a GEAC contract mod which indicated that they would no longer provide this support. Ken immediately contacted our GEAC support representative and was able to restore the support for a retroactive fee payment. We are still going to purchase Sybase for our other applications and are investigating that now.

10. Mel addressed an issue from Karen Toms. When returns are done in SmartStream, incomplete credit memos are created and Karen has to delete them manually. The memos are generated for all vendors, whether they are an ERS vendor or not. Karen wanted to know if there was a way to prevent the incomplete invoices from being created or whether they could be automatically deleted. Pete said the first step would be to verify that we could select these invoices and verify the selection prior to our automatically deleting them. Mel indicated that she had a report that Karen used to select and delete the invoices.
11. Pete stated we are going to look at upgrading the system to the current version. He will download the upgrade information from GEAC's Answerlink to see what is required - it is supposed to be pretty straightforward.

The next meeting will be held Tuesday, November 4th at 9 AM in the Building 362 conference room.